



Running a Report in Automated Commercial Environment (ACE)

Automated Commercial Environment (ACE)


Navigating an ACE Report- Introduction

INTRODUCTION

Standard reports are:

- Pre-built reports designed to meet business needs.
- Have pre-established data objects and query filters and are developed by the ACE Reports team.
- Located in the subfolders of Public Folders.
- Modified by selecting Design mode.

Folders provide access to standard reports in Public Folders, categorized by subject areas such as Cargo Release, Entry Summary, Manifest, etc.

 **IMPORTANT:** If you are a Trade user with a cross-account (more than one account), an additional prompt displays in some universes that requires the Trade Account ACE ID to be entered.

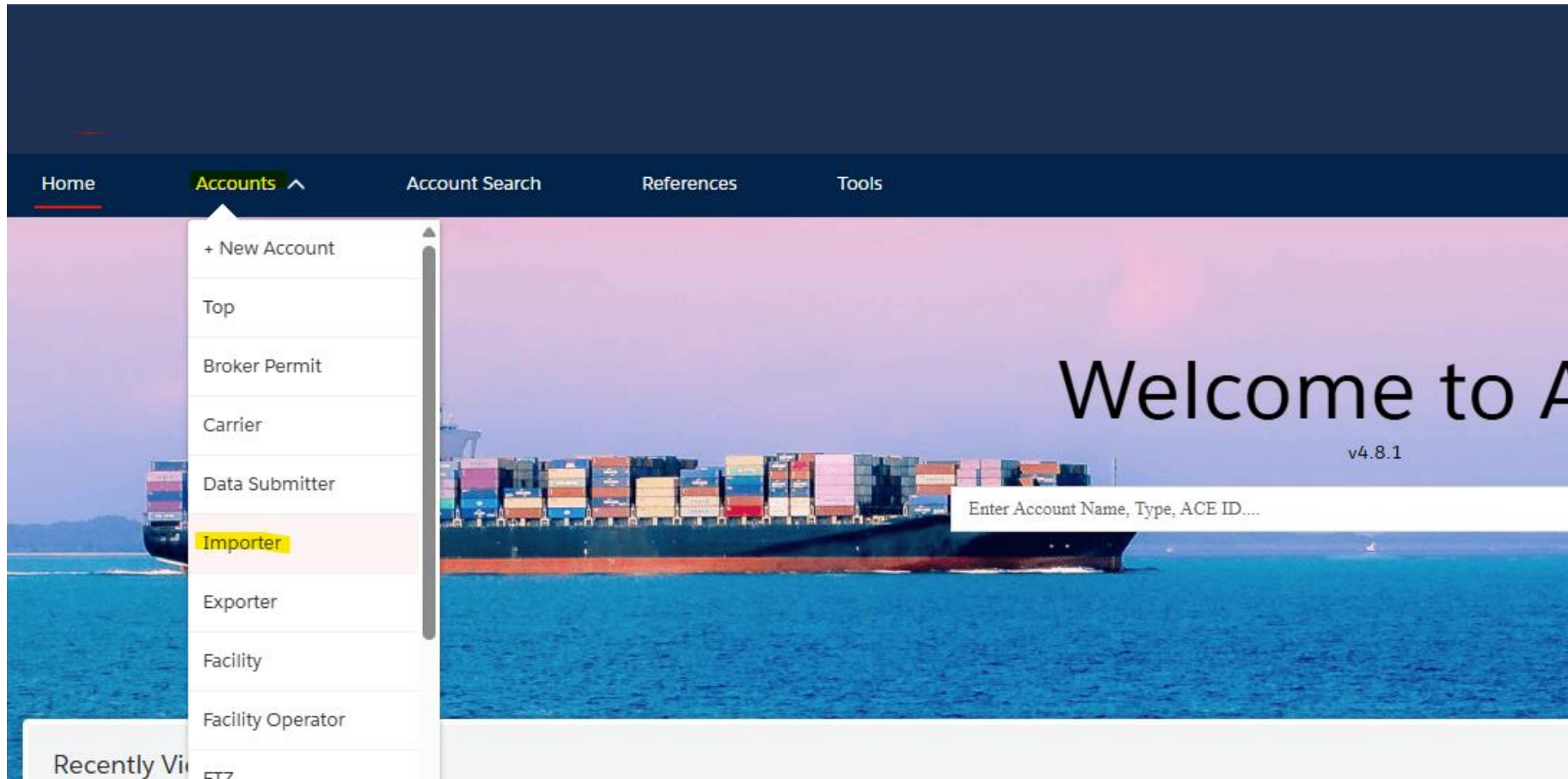


Automated Commercial Environment (ACE)

Running an ACE Report- Logging In

Log into **ACE**.

Then select **importer** from the Accounts drop-down.



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Navigating an ACE report- Select your Importer Account

Select your importer account from the **importer account list**. If you have multiple tax-ids, they will be listed here. Most of the time, it's just one account.

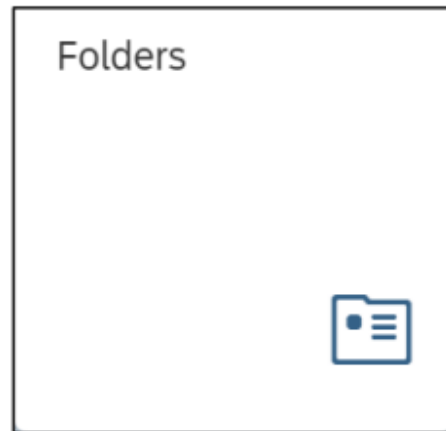
Home	Accounts ▾	Account Search	References	Tools
Importer Accounts				
Showing 150 / 179 Results				
	Account Name	AKA/DBA/DIV ▾	Identification Type ▾	Identification Number
121	UPS SUPPLY CHAIN SOLUTIONS INC	UPS CUSTOMHOUSE BROKERAGE	Employer ID Number (EIN)	
122	UPS SUPPLY CHAIN SOLUTIONS INC	UPS CUSTOMHOUSE BROKERAGE	Employer ID Number (EIN)	
123	UPS SUPPLY CHAIN SOLUTIONS INC	UPS CUSTOMHOUSE BROKERAGE	Employer ID Number (EIN)	

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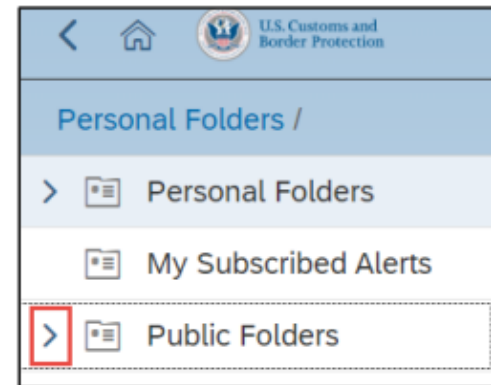
Navigating an ACE report

NAVIGATE TO A STANDARD REPORT

1. In the **Home** page, select the **Folders** tile.



2. Select the arrow to expand the **Public Folders** accordion menu.

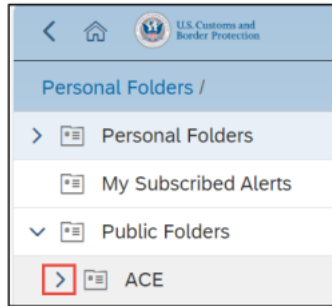


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Navigate an ACE Report- Expand ACE Folder

NAVIGATE TO A STANDARD REPORT (Cont.)

3. Select the arrow to expand the **ACE** accordion menu.

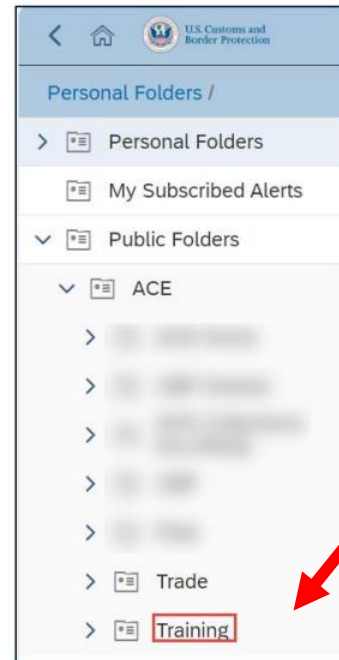


A list of additional folders display, depending on your user role.

4. Select the desired subfolder by clicking on the folder's name.



NOTE: Additional subfolder selections may be required, depending on the **ACE** folder selected.

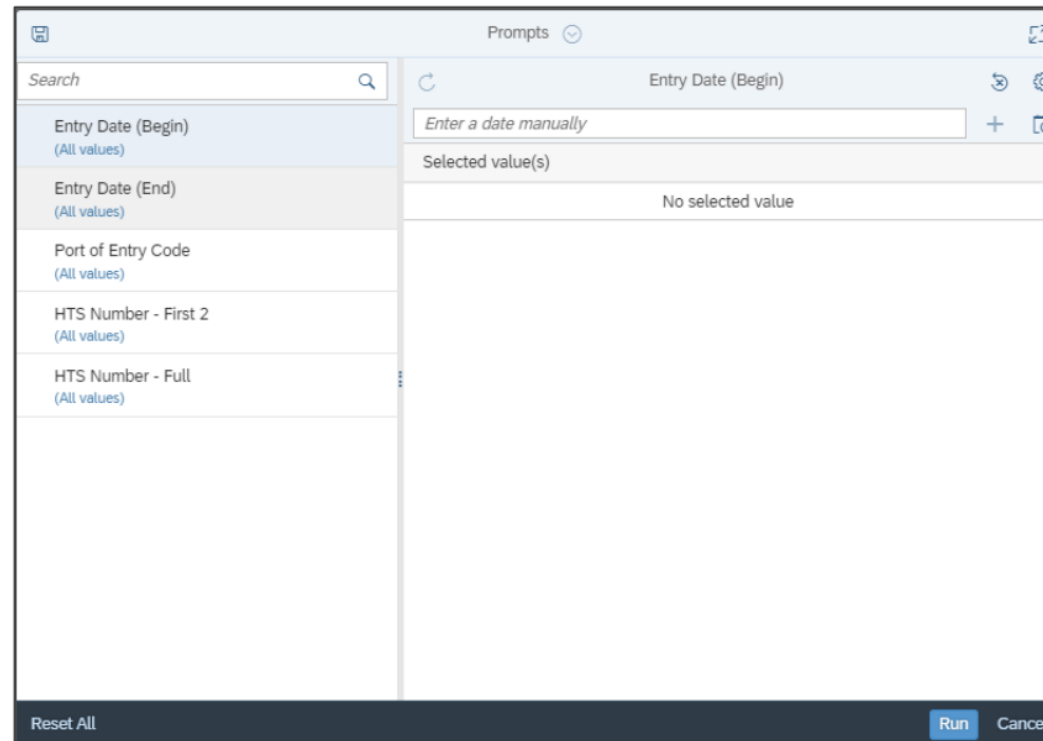


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Running an ACE Report- Select Prompts

RUN A STANDARD REPORT

1. Select the report you wish to run.
A **Prompts** pane for the report displays.
2. In the **Prompts** pane, type or select criteria to run the report.



The screenshot shows a 'Prompts' pane with a search bar and a list of prompts. The 'Entry Date (Begin)' prompt is selected, and its details are shown in a table below.

Selected value(s)
No selected value

At the bottom of the pane, there are 'Reset All', 'Run', and 'Cancel' buttons.

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Running an ACE report- Trade Account ACE ID

RUN A STANDARD REPORT

3. If the **Trade Account ACE ID** prompt displays, type the appropriate Trade Account ACE ID.



IMPORTANT: This prompt is applicable to Trade users with a cross-account (more than one account) and is only a required prompt in certain data universes.

The screenshot shows a software interface for running a report. At the top, there is a 'Prompts' dropdown menu with a downward arrow. Below it, a search bar contains the text 'Trade Account ACE ID', which is highlighted with a red box. To the left of the search bar, there is a list of filters: 'Trade Account ACE ID' (highlighted with a red box and containing the text 'Please select at least one value'), 'Importer Number (All values)', 'File Date Time (Begin) (All values)', and 'File Date Time (End) (All values)'. The main area of the interface is empty and displays 'No data'.

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Running an ACE report- Entering Necessary Values

RUN A STANDARD REPORT (Cont.)

4. Continue to enter necessary values.



NOTE: You can enter a date manually or by using the calendar icon. You can enter other fields manually, or you can use **search** functionality.



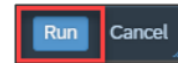
TIP: To add multiple values at once, type the values together, separated by a semi-colon and no space (e.g., 38;39;84;85).

A screenshot of a web form titled "Port of Entry Code". The input field contains "2304". Below the input field, there are two search suggestions: "2304 (search)" and "2304 (manual entry)". The input field has a search icon on the right and a plus sign to its right. The form also has a "All" button and a refresh icon at the top left.



Watch the "How to Video" [Here](#)

5. Select the **Run** button.



The report displays.

A screenshot of a report titled "Train-002 Commodity Entries by Port". The report is from the U.S. Department of Homeland Security. It shows report parameters and a table of commodity entries.

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Train-002
Commodity Entries by Port

Report Parameters:

Entry Dates Between: ALL to ALL	Port of Entry: ALL	HTS Number: ALL
HTS Chapter: ALL		

Port of Entry Code	Port of Entry Name	HTS Number - First 2	HTS Number - Full	HTS Description	Number of Entries
		01	0102294024	OTH MALE LV BVNE ANM <90 KG EA	1
		10	1007900000	SORGHUM GRAIN: OTHER	2
		72	7207190030	IRON/NALLOY STL:<.25,CIR X SEC	1
		96	9603100500	WHISKBROOMS <=<\$0.96 EACH,61655	2
		99	99038062	STL PR,AR,BR,KR,REL QUANT LIM	1
					1,808,263

Questions?



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THANK YOU!

